



Register on-line: www.alexandriava.gov/WorkforceDevelopment

Or in-person: Workforce Development Center (WDC)
1900 N. Beauregard Street, 3rd Floor, Suite 300,
Alexandria, VA 22311



Connect With Us:

www.facebook.com/WDCAlexandriaVA

www.twitter.com/WDCAlexVA

www.linkedin.com/company/workforce-development-center-city-of-alexandria-va

Specialty Training Workshops Recurring Monthly

Orientation to the WDC Programs & Services

This workshop is offered to new job seekers who are looking for assistance with their employment search. You will learn about the Workforce Development Center programs and services and what programs may best serve your needs. (60 minutes)

Completing an Effective Employment Application Online

This workshop will demonstrate why it is important to complete all questions on an online job application and tips on how best to complete each question. Participants will learn how to

⇒ Create an account

⇒ Attach a copy of your resume

⇒ Copy and paste your entire resume into an online application

⇒ Enter your work history manually one field at a time

If you're having trouble completing an employment application, then this is the workshop for you. (120 minutes)

Career Pathways & Training Programs

This workshop will provide general information about current Career Pathway Programs and Training opportunities offered to Alexandria residents via the WDC. Career pathways are an integrated collection of programs and services intended to develop students' core academic, technical and employability skills; provide them with continuous education, training; and place them in high-demand, high-opportunity jobs. (90 minutes)

Meet the Employer: Interviewing From the Employer's Perspective

When it comes to job interviewing, you know what you want: a sweet job offer. It is always amazing, when you think about it, how little time job seekers spend thinking about their interviewer's motivations and goals. To give job seekers a better insight on what the employer is looking for in a candidate, this workshop will have, as a guest speaker, an employer from the community to discuss his/her perspectives on interviewing and hiring. (90 minutes)

Basic Computer Training

Introduction to Microsoft (MS) Word 2010 Four-3 hour Sessions

In this course you will learn valuable word processing skills such as creating saving and retrieving documents; inserting and deleting text; formatting text; and using cut, copy and paste feature. Before you take this course, you should have some experience with using a computer and the Windows operating system. Workshop outline:

Part 1: Understanding Word Processing

Part II: Creating, Saving and Editing a Document

Part III: Working with Multiple Documents and Managing Files

Part IV: Tables, Clip Art & Photos

Prerequisite: All sections must be taken in the order as listed above.

Introduction to Basic Computer Training Four-3 hour Sessions

This workshop is intended for participants who are new to computers or are seeking to refresh their basic computer skills. Participants will learn basic computer functions such as turning a computer on and off, starting and closing programs. This course will focus on basic computer skills using Microsoft 7 operating system and Microsoft Word 2010. Workshop outline:

Part I: Getting to Know the Computer/Keyboard & Mouse Skills Training

Part II: Working with Windows

Part III: Windows 7 Skills

Part IV: Exploring the Internet

Part V: Email

Prerequisite: All sections must be taken in the order as listed above.

Mouse & Keyboard Skills Training

This is a great workshop for new starters to the world of computers. The workshop is designed with a tutorial to help participants who have never used a mouse or keyboard before. The workshop will cover basic parts of the mouse and keyboard as well as how to hold the mouse and how to position your hands on the keyboard. (90 minutes)

How to Create a LinkedIn Account?

This workshop will teach you how to create a LinkedIn account and give you tips on how to expand your job search through social media. **Please bring an electronic copy of your resume.** (90 minutes)



The City of Alexandria is committed to compliance with the Americans with Disabilities Act, as amended. To request a reasonable accommodation, email: maurice.tomdjo@alexandriava.gov or call our video phone 571.384.5244.

Specialty Training Workshops Recurring Monthly

Debt and Credit Management

Financial problems hit just about everyone at one time or another. The question is, when they hit you, how will you react? Proper managing of credit and debt is very important in our everyday lives. This workshop will help participants understand debt and credit, how to use credit wisely, and how to plan for those unexpected occurrences. It is divided into two parts: Debt and Credit.

Course Outline (180 minutes):

Part 1: Debt Management

Meet the Credit Industry: We Just Want To Help

The Creditors' Plan: You Belong to Me Now

Personal Spending: What Am I Doing?

Part 2: Credit Management

What is a Credit Report?

Understanding Credit Reports and Credit Uses

Credit Scores: How They Affect You

Judgments: How to Protect Your Credit

Employment Strategies for Experienced Workers 50+

Employers value the talents that mature workers bring to the workplace. If you are 50 or older, you can refresh your job skills and re-enter the workforce. In this workshop, experienced job seekers can learn from the eight (8) modules strategies and resources that will enable them to launch a job search and find gainful and meaningful employment.

Course outline (Four-2.5 hour Sessions):

Module 1: Finding the New Voice

Module 2: Know Your Transferrable Skills

Module 3: Technology Today

Module 4: Job Search Tools & Strategies

Module 5: Interviewing & Job Placement

Module 6: Workplace Culture

Module 7: Community Resources

Module 8: Alternative Employment

Basic Resume Writing

This course teaches you not just what a resume should look like, but what it should say. It walks you step-by-step through the creation of the most common sections found on resumes in today's job market. (120 minutes)

Ace the Interview

This workshop offers information on current interviewing processes and practices. Participants will learn how to answer the most common and important interview questions through interactive, hands-on exercises. (90 minutes)



The City of Alexandria
Workforce Development Center

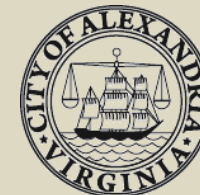
Department of Community and Human Services
Center for Economic Support

Career Readiness Workshops

1900 N. Beauregard Street, 3rd Floor, Suite 300, Alexandria, VA 22311

Office: 703.746.5940

Hours of Operation: Monday - Friday 8 a.m. to 5 p.m.



Workshops are offered at **NO COST**. However, **Pre-registration is Required**

August 2016

Monday	Tuesday	Wednesday	Thursday	Friday
1 <i>Orientation to the WDC Programs & Services</i> 9:00 to 10:00 a.m.	2 <i>Employment Strategies for the Experienced Worker 50+ Module 1 & 2</i> 10:00 a.m. to 12:30 pm	3 <i>Basic Resume Writing</i> 10 a.m. to 12 p.m.	4 <i>Ace the Interview</i> 10 a.m. to 12 p.m.	5
8 <i>Orientation to the WDC Programs & Services</i> 9:00 to 10:00 a.m. ***** <i>Introduction to Basic Computer Training I</i> 1:30 to 4:00 p.m.	9 <i>Introduction to Basic Computer Training Part II</i> 1:30 to 4:00 p.m.	10 <i>Introduction to Basic Computer Training Part III</i> 1:30 to 4:00 p.m.	11 <i>Debt & Credit Management</i> 9:00 to 11:00 a.m. ***** <i>Intro to Basic Training Part IV</i> 1:30 to 4:00 p.m.	12
15 <i>Orientation to the WDC Programs & Services</i> 9:00 to 10:00 a.m.	16 <i>Employment Strategies for the Experienced Worker 50+ Module 3 & 4</i> 10:00 a.m. to 12:30 pm	17 <i>Basic Resume Writing</i> 10 a.m. to 12 p.m.	18 <i>Career Pathways & Training Programs</i> 10:00 to 11:30 a.m.	19
22 <i>Orientation to the WDC Programs & Services</i> 9:00 to 10:00 a.m. ***** <i>Intro to Word Part I</i> 1:30 to 4:00 p.m.	23 <i>Intro to Word Part II</i> 1:30 to 4:00 p.m.	24 <i>Intro to Word Part III</i> 1:30 to 4:00 p.m.	25 <i>Intro to Word Part IV</i> 1:30 to 4:00 p.m.	26
29 <i>Orientation to the WDC Programs & Services</i> 9:00 to 10:00 a.m.	30 <i>Employment Strategies for the Experienced Worker 50+: Module 5 & 6</i> 10:00 a.m. to 12:30 pm	31 <i>Completing an Effective Employment Application Online</i> 1:00 to 3 p.m.		

On-Site Partners Contact Information

Alexandria/Arlington Regional
Workforce Council
www.workforcecouncil.arlingtonva.us/

Alexandria Commission on
Employment (ACE)
alexandriava.gov/boards/info/default.aspx?id=36532

Department of Aging and
Rehabilitative Services
www.vadrs.org

Catholic Charities Migration &
Refugee Service
www.ccda.net

National Council on Aging
(NCOA), Senior Community
Services Employment Program
571.335.4027
www.ncoa.org

Linden JOBS Alexandria
Main Number: 703.521.4441
www.linden.org

Register in person or online at: www.alexandriava.gov/WorkforceDevelopment

The City of Alexandria is committed to compliance with the Americans with Disabilities Act, as amended. To request a reasonable accommodation, please e-mail: maurice.tomdio@alexandriava.gov or call our video phone at 571.384.5244